

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH

**PROGRAM SUPPORT BUREAU
WORKFORCE EDUCATION AND TRAINING DIVISION**

TRANSFER OPPORTUNITY

SECRETARY III

The Workforce Education and Training Division (WET) is seeking to fill a full-time Secretary III position. The Division provides oversight and management of both Departmental Trainings and the administration of the MHSA WET Plan.

EXAMPLE OF DUTIES:

- :Develop and maintain databases for various Division Programs
- :Prepare bulletins, memos and announcements for public distribution
- :SABA/LNS tasks (creating offerings, opening/closing trainings, tracking registration)
- :Logistical support for Training Coordinators both for trainings and Conferences
- :Liaison with Program Support Bureau timekeeping personnel
- :Back up for telephonic inquiries related to Departmental Trainings and overall Program information

DESIRABLE QUALIFICATIONS:

- :Knowledge of Excel, ACCESS, PowerPoint, and Outlook
- :Strong organizational skills
- :Ability to multi-task and prioritize work assignments
- :Flexibility with work assignments
- :Ability to work collaboratively with co-workers and management

Interested individuals currently holding the payroll title of Secretary III are encouraged to email or fax their resume, master timecard for the past one (1) year, and the last two (2) performance evaluations on or before April 20, 2012 to:

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